

# Manuscript Clearance Website User Guide

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## Table of Contents

Table of Contents .....	1
Overview .....	1
Participant Roles and Responsibilities .....	2
Review and Approval Process .....	2
Log In .....	3
Submit a Manuscript .....	3
Approve or Deny/Reject a Request .....	5
View a List of Requests with Review Status .....	5
View a Request, Manuscript, and Review History .....	5
Contact Information .....	5
Appendix A. Manuscript Clearance Process Workflow .....	6
Appendix B. Online Submission Form .....	7
Appendix C. Sample Screens and Notifications .....	9
General Design .....	9
Login Screen Sample .....	9
Track Requests Screen (Home Page) Sample .....	10
Request Summary Screen Sample .....	11
Confirmation Screen Sample .....	12
Submission Notification Email Sample .....	13
Action Notification Email Sample .....	13
Denial Notification Email Sample .....	14
Final Approval Notification Email Sample .....	14

## Overview

Any written material intended for publication as part of a federal employee's official duties OR where the author of the written material is identified as NLM staff must go through the NLM Editorial Review Committee (ERC). Applicable written materials include research articles, book chapters, abstracts or presentations/teaching materials intended for dissemination outside of NLM, and "Letters to the Editor". Important clarifications and additional information about applicable written materials can be found on the [NLM Wiki](https://wiki.nlm.nih.gov/confluence/display/common/I'm+Publishing%3A+Writing+a+paper+and+submitting+it+through+the+NLM+review+process) (<https://wiki.nlm.nih.gov/confluence/display/common/I'm+Publishing%3A+Writing+a+paper+and+submitting+it+through+the+NLM+review+process>).

The Manuscript Clearance Website (MCW) enables authors to submit written material to the ERC online. The MCW submission screen replaces the hard copy form entitled "Request for

Clearance of Manuscript for Publication.” The website can be found at <https://manuscriptclearance.nlm.nih.gov>.

**Appendix A, Manuscript Clearance Process Workflow**, depicts the participants and steps required to complete the manuscript clearance process. Roles, responsibilities, and system notifications are indicated on the workflow diagram.

**Appendix B, Online Submission Form**, displays the information fields to submit a request. Selecting “Yes” in certain fields will open an additional field.

**Appendix C, Sample Screens and Notifications**, displays sample online information and notifications generated through the Manuscript Clearance process.

## Participant Roles and Responsibilities

The roles and responsibilities performed during the Manuscript Clearance process are listed in the table below.

Role	Responsibility
Submitter	Author accountable for submitting a manuscript. Completes all required fields and, if possible, all optional fields in MCW. Serves as contact person for the manuscript. Receives notifications from MCW.
Branch or Lab Chief	Supervisor or manager of submitting author. Reviews written materials submitted for publication or presentation. Approves or denies submission of manuscript to the ERC.
Scientific Director	Manager within an organization who is assigned to monitor and coordinate research efforts. Approves or denies submission of manuscripts to the ERC from staff within the assigned organization.
Submission Coordinator	NLM staff member who manages the review process. Assigns manuscripts to reviewers. Serves as ERC contact person.
Reviewer	Member of ERC. Recommends whether to approve or deny publication or presentation of manuscripts.
Final Approver	Deputy Director for Research and Education or the designee. Authorizes publication or presentation of manuscripts on behalf of NLM.

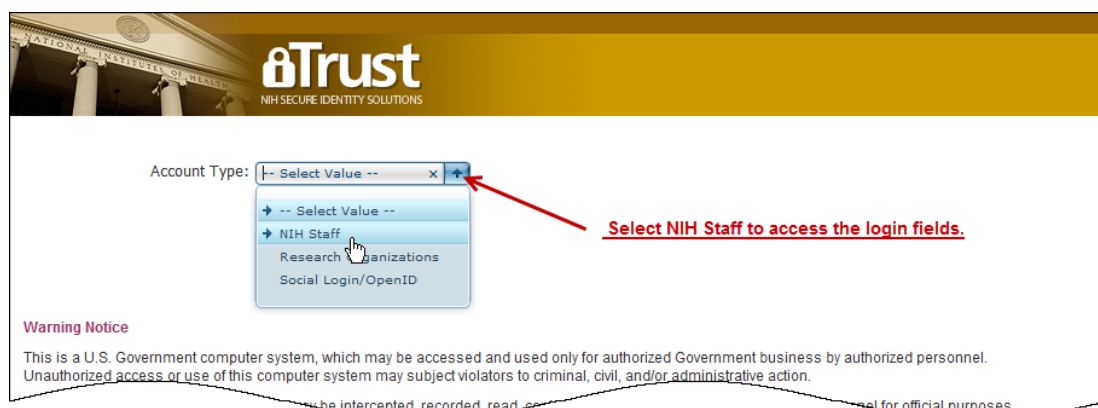
## Review and Approval Process

The Manuscript Clearance process normally involves multiple reviews prior to final approval for publication. As each review is completed, the website automatically generates a notification message to the next participant in the process.

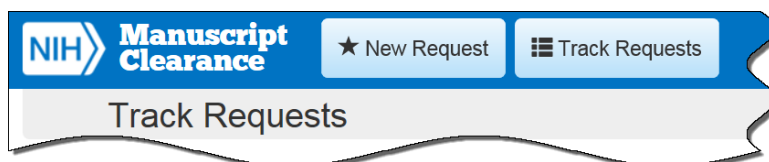
Each submission requires approval first from the submitter's Branch/Lab Chief and then from the Scientific Director. The Submission Coordinator assigns two reviewers from the Editorial Review Committee to review a submission and provide a recommendation to approve or deny publication. The Deputy Director for Research and Education or a designee performs the final review and authorizes publication or presentation of a manuscript on behalf of NLM.

## Log In

You must use the NIH network to access the MCW at <https://manuscriptclearance.nlm.nih.gov>. On the login page, click on the pulldown arrow for Account Type. Select "NIH Staff" to display the login fields. Use your NIH username and regular AD password, or use your NIH ID (PIV) card and PIN to log in.



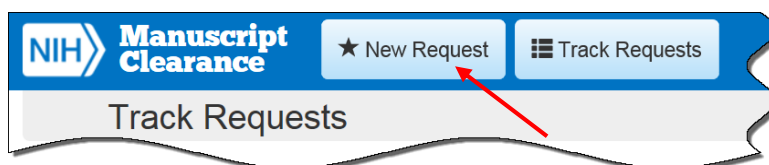
Login defaults to the Track Requests screen where you can view a list of requests and their status.



## Submit a Manuscript

To submit written material to the NLM Editorial Review Committee, the submitting author logs in to complete the New Request form online, uploads the manuscript attachment as appropriate, and submits the request for review and approval. The MCW then automates the workflow and notifications through the review process. When a review is completed, the MCW generates a final notification to the Submitter.

A New Request must be created for each initial or subsequent submission of a manuscript. To submit a manuscript for review, click on New Request to access the submission screen.



Be prepared to complete the following fields at the time of creating a submission request. Where indicated with a red asterisk (\*), the field is required on the submission form.

**Appendix B** displays the online submission form. Selecting “Yes” in certain fields will open an additional field.

**Submission Form Fields (\* indicates a required field)**

<i>Field</i>	<i>Response (with Choices)</i>
Abstract	Short summary of the submission content
Is this manuscript or abstract based on a clinical study protocol?	Yes/No choice. If yes: - Clinical protocol number - Clinical exemption? (Yes/No choice)
Is this manuscript or abstract based on animal study?	Yes/No choice. If yes: - Animal study number
Is this manuscript a product of CRADA?	Yes/No choice. If yes: - Name of the CRADA partner
Patentable options	Pulldown selection (Employee Invention Report Filed, Not Applicable, Patent Filed, Patent in Preparation)
Newsworthy?	Yes/No choice
Is there the potential that your research findings, work product(s) processes or results could be readily misused to cause potential harm?	Yes/No choice
NIH Publishing Agreement*	Checkbox: “I will submit this article with a signed NIH Publishing Agreement and Manuscript Cover Sheet. If a peer-reviewed article, I will submit it to PubMedCentral upon acceptance, unless the journal deposits the final published article directly in PMC ( <a href="http://www.nihms.nih.gov">http://www.nihms.nih.gov</a> ).”
All authors reviewed and agreed to send this manuscript?	Yes/No choice
Manuscript upload option	Ability to upload an electronic copy of your manuscript, if applicable (acceptable file types: .doc, .docx, .dvi, .gif, .jpe, .jpeg, .jpg, .pdf, .png, .ppt, .pptx, .rar, .tex, .txt, .xml, .xsl, .xlsx, .zip)

## **Approve or Deny/Reject a Request**

Use the link in a notification message, or log in to the MCW to view the Track Requests screen. View a request to open the Request Summary, including the Request Details and the Request History. In the Request Summary, double click on an attachment to open and review a manuscript.

At the bottom of the Request Summary screen, input comments if desired, then select Approve or Deny for that request. The MCW then generates notifications in accordance with the automated workflow.

## **View a List of Requests with Review Status**

The Track Requests screen displays a list of submissions. Submitters will see Your Submitted Requests. Approvers also will see Requests Requiring Your Action and All Approved Organizational Requests. Each line item indicates its review status.

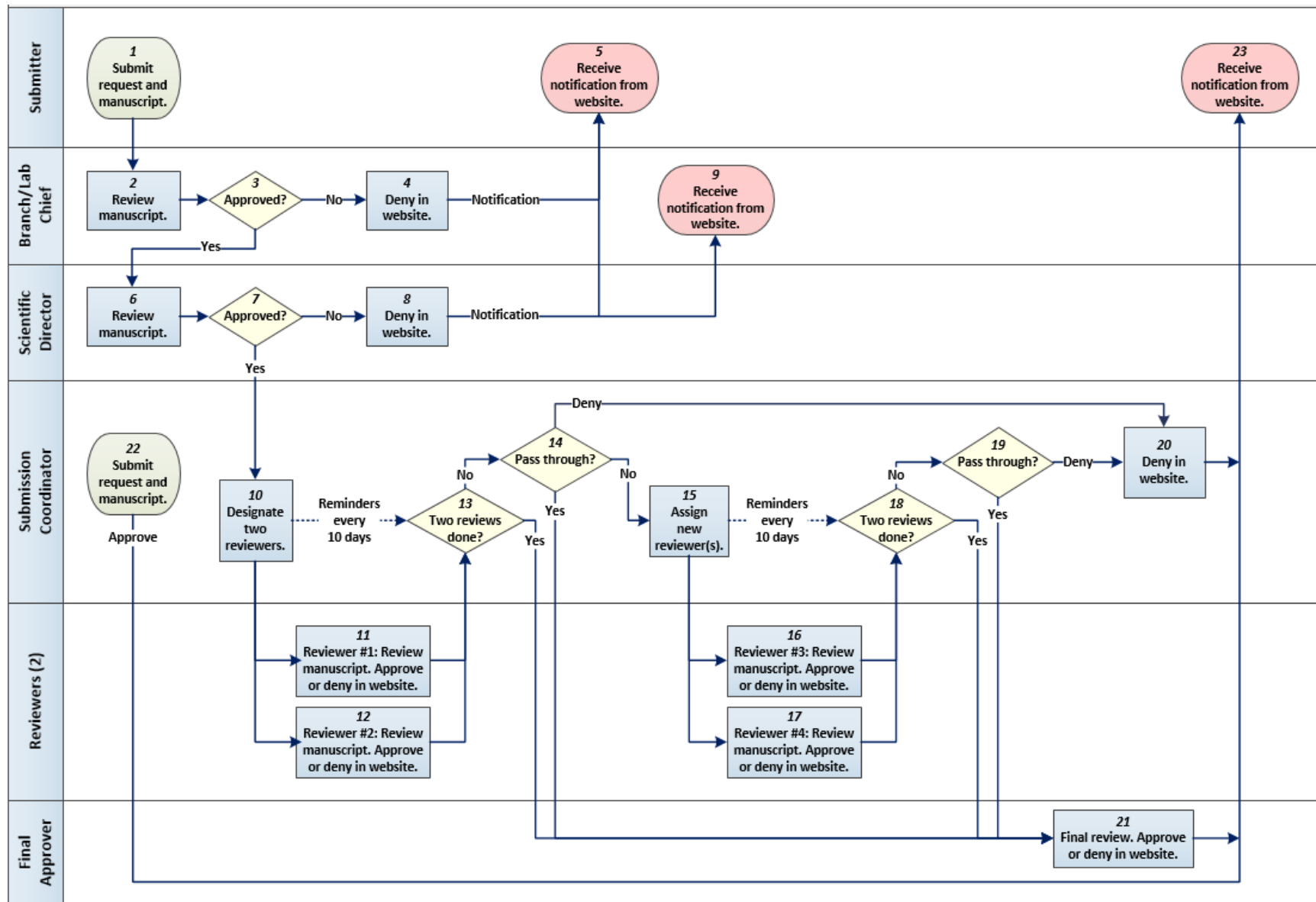
## **View a Request, Manuscript, and Review History**

On the Track Requests screen, click on the action button beside a request to view the Request Summary, which includes the Request Details and the Request History. In the Request Summary, click on an attachment to open and view a manuscript. Expand the right-hand panel as necessary to see the entire review history.

## **Contact Information**

If you have any questions or comments about the Manuscript Clearance process, please contact Meredith Winchell at [meredith.winchell@nih.gov](mailto:meredith.winchell@nih.gov).

## Appendix A. Manuscript Clearance Process Workflow



## Appendix B. Online Submission Form

The online Manuscript Clearance submission form is displayed below. A New Request must be created for each initial or subsequent submission of a manuscript.

**NIH Manuscript Clearance** ★ New Request Track Requests

### Submit New Request

If you have any questions about the Manuscript Clearance process, please go to the [Manuscript Clearance Wiki](#) page. If you are having technical issues with the system, please contact [Manuscripts Clearance Team](#). If you would like clarification on the policy please contact [Meredith Winchell](#).

\* Indicates a Required Field

**Type of manuscript \***

--Select a Manuscript type--

- Abstract
- Book
- Journal
- Other
- Poster
- Proceedings

**Title of manuscript \***

**Name(s) of author(s) and name(s) of organization(s) (i.e., Smith, John, LHNBC/CSB) \***

**Journal/Meeting title \***

**Date of meeting/publication deadline (mm/dd/yyyy)**

☐ The acknowledgement that the work was "supported by the Intramural Research Program of the National Institutes of Health, National Library of Medicine" has been included in either the Acknowledgements or Funding sections of the manuscript. \*

**Abstract**

**Submission Form Fields (\* indicates a required field)**

Field	Response (with Choices)
Type of manuscript*	Pulldown selection (Abstract, Book, Journal, Other, Poster, Proceedings)
Title of manuscript*	Free text field
Names(s) of author(s) and name(s) of organization(s) *	Free text written as <i>Lastname, Firstname, Division/Branch</i> (e.g., Hope, Leslie, LHNBC/CSB)
Journal/Meeting title *	Formal name of journal, meeting, or other entity receiving the approved submission
Date of meeting/publication deadline	Date by which meeting or publishing entity must receive the approved submission, written as <i>mm/dd/yyyy</i>
Acknowledgement of Funding Statement*	Checkbox: "The acknowledgement that the work was "supported by the Intramural Research Program of the National Institutes of Health, National Library of Medicine" has been included in either the Acknowledgements or Funding sections of the manuscript."

The screenshot shows the 'Abstract' section of the submission form. Red arrows point from the following questions to their respective input fields on the right:

- Is this manuscript or abstract based on a clinical study protocol? → Clinical protocol number
- Is this manuscript or abstract based on animal study? → Animal study number
- Is this manuscript a product of CRADA? → Name of the CRADA partner

The 'Patentable options' dropdown menu is open, showing the following options:

- Not Applicable (selected)
- Employee Invention Report Filed
- Not Applicable
- Patent Filed
- Patent in Preparation

The form includes sections for 'Newsworthy?', 'Is there the potential that your research findings, work product(s), processes or results could be readily misused to cause potential harm?', 'All authors reviewed and agreed to send this manuscript?', and 'File Upload'.

**Submission Form Fields (\* indicates a required field)**

Field	Response (with Choices)
Abstract	Short summary of the submission content
Is this manuscript or abstract based on a clinical study protocol?	Yes/No choice. If yes: - Clinical protocol number - Clinical exemption? (Yes/No choice)
Is this manuscript or abstract based on animal study?	Yes/No choice. If yes: - Animal study number
Is this manuscript a product of CRADA?	Yes/No choice. If yes: - Name of the CRADA partner
Patentable options	Pulldown selection (Employee Invention Report Filed, Not Applicable, Patent Filed, Patent in Preparation)
Newsworthy?	Yes/No choice
Is there the potential that your research findings, work product(s) processes or results could be readily misused to cause potential harm?	Yes/No choice
NIH Publishing Agreement*	Checkbox: "I will submit this article with a signed NIH Publishing Agreement and Manuscript Cover Sheet. If a peer-reviewed article, I will submit it to PubMedCentral upon acceptance, unless the journal deposits the final published article directly in PMC ( <a href="http://www.nihms.nih.gov">http://www.nihms.nih.gov</a> )."
All authors reviewed and agreed to send this manuscript?	Yes/No choice
Manuscript upload option	Ability to upload an electronic copy of your manuscript, if applicable (acceptable file types: .doc, .docx, .dvi, .gif, .jpe, .jpeg, .jpg, .pdf, .png, .ppt, .pptx, .rar, .tex, .txt, .xml, .xsl, .xlsx, .zip)



## Appendix C. Sample Screens and Notifications

The following sections provide sample webpages and notifications generated through the Manuscript Clearance process.

### General Design

The following graphics provide examples of the screen design for the Manuscript Clearance Website and samples of the notifications generated.

- All screens and notifications are similar for all participants.
- Action buttons for reviewers to Approve or Deny are at the bottom of the Request Summary screen.

**Appendix B, Online Submission Form**, provides the details for submitting a request.

### Login Screen Sample

The screenshot shows the NIH Trust login interface. At the top is a yellow banner with the NIH Trust logo and the text "NIH SECURE IDENTITY SOLUTIONS". Below the banner, the "Account Type" dropdown menu is set to "NIH Staff", with a red arrow pointing to it and the text "Select NIH Staff to display the login fields." Below this are the "User Name" and "Password" fields. The "User Name" field contains the text "ressinj". The "Password" field is masked with dots, with a "Change Password" link to its right. A red arrow points from the "Log in" button to the password field with the text "Enter your NIH User Name and Password, or use your PIV card and PIN. Then click 'Log in.'". To the right of the password field is a large "OR" in a yellow circle. Further right is an image of a PIV card with the text "Insert your PIV card into your smart card reader before attempting to login." and a "Log in" button. Below the login fields is a "Warning Notice" section with the following text: "This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. There is no right of privacy in this system." At the bottom of the page, there is a footer with the text "If you need assistance - Please call the NIH IT Service Desk 301-496-4357 (6-HELP); 866-319-4357 (toll-free) or [Submit a Help Desk Ticket](#)". Logos for CIT, the National Institutes of Health, and the Department of Health and Human Services are also present.

## Track Requests Screen (Home Page) Sample

**NIH Manuscript Clearance** [★ New Request](#) [Track Requests](#)

**Track Requests** [Submit a New Request](#)

[Approvers and Reviewers Can View This List](#)

### Requests Requiring Your Action

Show  entries

Search:

[Check Request Status](#)

ID	Title	Status	
12445	Whole Wheat Pasta and Dietary Fiber	Awaiting Branch/Lab Chief Review	<a href="#">View Request</a>
11905	Mining Patents with tmChem, GNormPlus and an Ensemble of Open Systems	Awaiting Final Approval	<a href="#">View Request</a>
11767	A Hybrid System for Extracting Chemical-Disease Relationships from Scientific Li	Awaiting Final Approval	<a href="#">View Request</a>
11612	Drug safety during pregnancy: can we analyze teratogenic drug prescriptions?	Awaiting Final Approval	<a href="#">View Request</a>

Showing 1 to 4 of 4 entries

Previous **1** Next

[Submitters Can View This List](#)

### Your Submitted Requests

Show  entries

Search:

ID	Title	Status	
12445	Whole Wheat Pasta and Dietary Fiber	Awaiting Branch/Lab Chief Review	<a href="#">View</a>
12444	Whole Wheat Pasta Adds Dietary Fiber	Rejected-Closed	<a href="#">View</a>

Showing 1 to 2 of 2 entries

Previous **1** Next

[Approvers and Reviewers Can View This List](#)

### All Approved Organizational Requests

Show  entries

Search:

ID	Title	Status
No data available in table		

Showing 0 to 0 of 0 entries

Previous Next

NIH NLM | [National Institute of Health](#) | [U.S. National Library of Medicine](#) | [Manuscript Clearance](#)  
Contact for questions or support: [NLManuscriptClearanceTeam@mail.nih.gov](mailto:NLManuscriptClearanceTeam@mail.nih.gov)

## Request Summary Screen Sample

**Manuscript Clearance**

[★ New Request](#)
[Track Requests](#)

Final Approver Review

**Request Details**

Manuscript Title:	Whole Wheat and Fiber
Type of Manuscript:	Abstract
Request Number:	12465
Requested By:	JOAN RESSIN
Requestor's Phone:	N/A
Requestor's Email:	ressinj@mail.nih.gov

**File Attachments:**

[12484\\_Fresh Whole Wheat Pasta.pdf](#)

**Author(s) and Affiliated Organization(s):**

Ressin, Joan, OCCS/STB

**Journal/Meeting Title:**

Recipe Hunt

Date of Meeting/Publication Deadline: 11-16-2015

Acknowledgement of NLM Support: Y

**Abstract:**

Whole wheat adds dietary fiber.

Based on a Clinical Study Protocol:	Y
Clinical Protocol Number:	9999999
Clinical Exemption:	N
Based on Animal Study:	Y
Animal Study Number:	999999a
Product of CRADA:	Y
CRADA Partner:	CRADA partner organization name
Patentable:	Not Applicable
Newsworthy:	N
Potential for Misuse/Harm:	N
Acknowledgement of Submission Details:	Y
All Authors Reviewed and Agreed to Send this Manuscript:	Y

**Request History**

Process Step:	Final Validation
Status:	Approved
User:	JOAN RESSIN
Action Taken:	11/17/2015 5:30:24 PM
Comments:	

Process Step:	Second Pass Review : Push-Through
Status:	Approved
User:	JOAN RESSIN
Action Taken:	11/17/2015 5:29:35 PM
Comments:	

Process Step:	Second Pass Review : Reviewer 2
Status:	Reviewers Assigned
User:	PREETHAM NOSUM
Action Taken:	11/17/2015 5:28:48 PM
Comments:	

Click to View More Request History

▼

**Awaiting Final Approval**

Comments (max 255 characters)

Optional comment.

Approve

Deny

[Select Track Requests to Return to Home Page](#)

[Current Action Required \(Status\)](#)


[Click to View Attachment \(Opens in a Separate Window\)](#)

[Input comment \(optional\)](#)

[Click to Approve or Deny Request](#)

National Institute of Health | U.S. National Library of Medicine | Manuscript Clearance | Manuscript Clearance Wiki  
Technical Support: NLMManuscriptClearanceTeam@mail.nih.gov

## Confirmation Screen Sample


**Manuscript Clearance**

[★ New Request](#)
[Track Requests](#)

Track Requests

You APPROVED request #12445: Whole Wheat Pasta and Dietary Fiber

\*If you feel you have made an error with this action, please contact your Scientific Director.

**Requests Requiring Your Action**

Show  entries Search:

ID	Title	Status	
11905	Mining Patents with tmChem, GNormPlus and an Ensemble of Open Systems	Awaiting Final Approval	<a href="#">View Request</a>
11767	A Hybrid System for Extracting Chemical-Disease Relationships from Scientific Li	Awaiting Final Approval	<a href="#">View Request</a>
11612	Drug safety during pregnancy: can we analyze teratogenic drug prescriptions?	Awaiting Final Approval	<a href="#">View Request</a>

Showing 1 to 3 of 3 entries Previous **1** Next

**Your Submitted Requests**

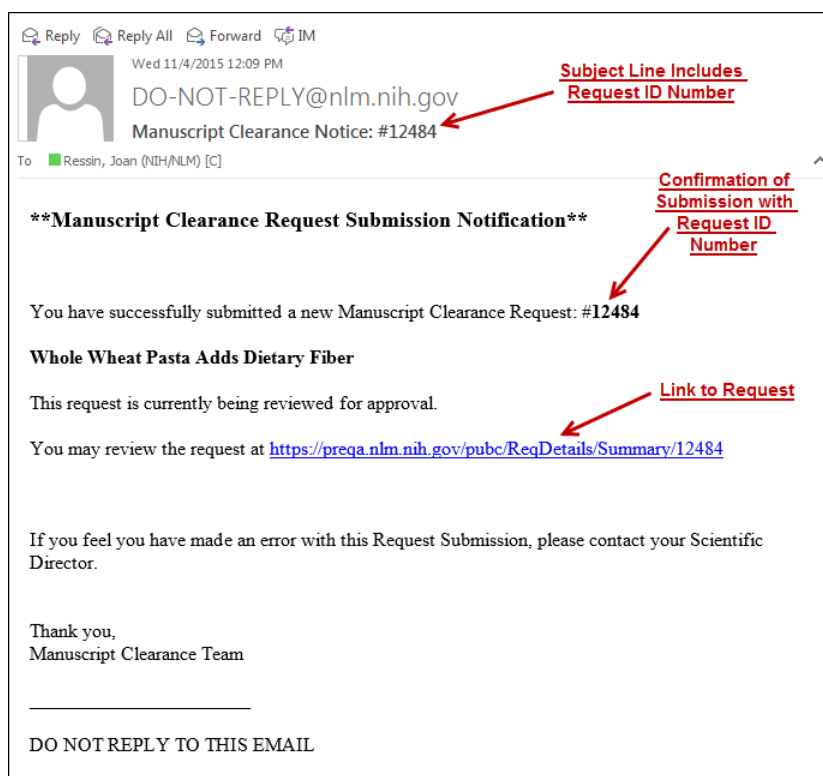
Show  entries Search:

ID	Title	Status	
12445	Whole Wheat Pasta and Dietary Fiber	Awaiting Reviewer Assignment	<a href="#">View</a>
12444	Whole Wheat Pasta Adds Dietary Fiber	Printed, Closed	<a href="#">View</a>

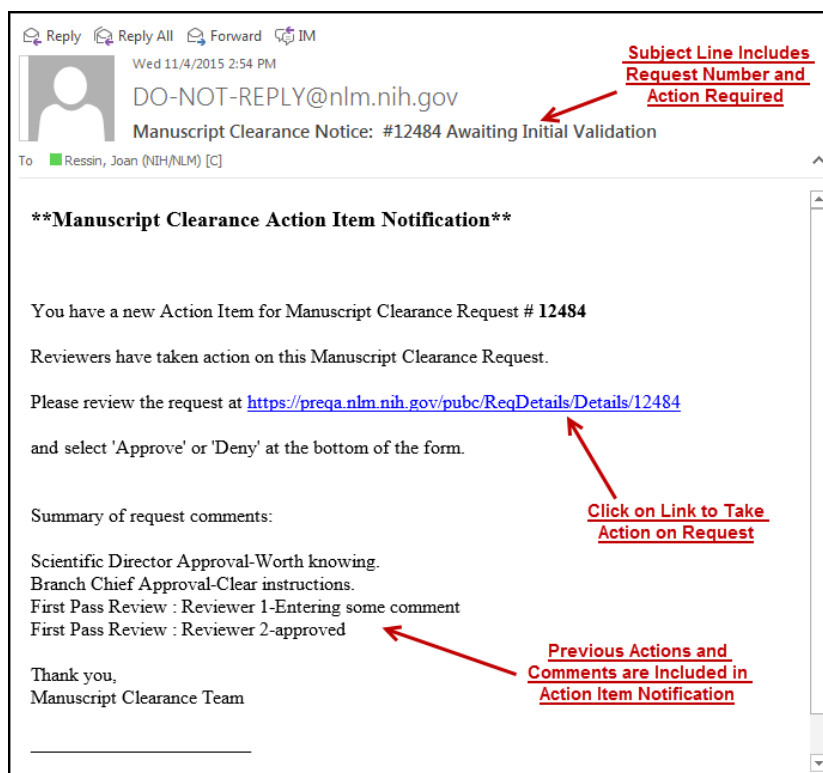
Confirmation on Track  
Requests Screen  
(immediately after action)

Status Changes Following Action (Request  
is Removed from Your Action List)

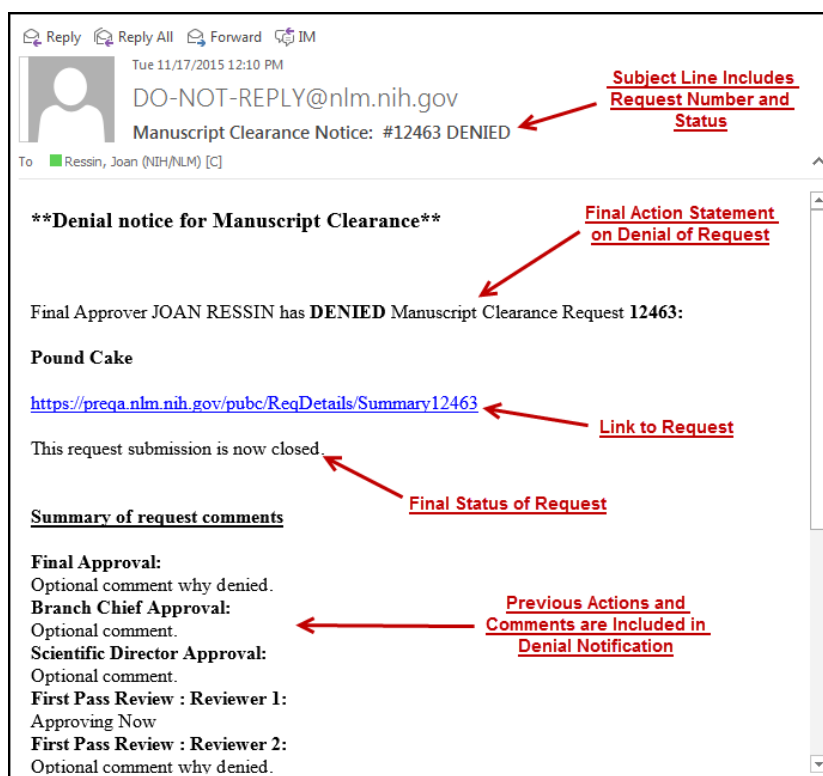
## Submission Notification Email Sample



## Action Notification Email Sample



## Denial Notification Email Sample



## Final Approval Notification Email Sample

